

DWD Statewide Events

All DWD statewide events will be held in Indianapolis unless otherwise noted. There is no registration fee for any DWD sponsored event. **Please note:** All events listed are subject to change per funding availability.

2014 Summer Institute – Keep Calm and Teach On!

The Summer Institute brings the entire Indiana Adult Education (AE) system together to learn and share professional development. The Summer Institute hosts multiple sessions where participants learn about AE initiatives, classroom strategies, assessments, and other topics.

Location: Marriott East - Indianapolis

Dates: Monday, July 14th – Wednesday, July 16th

Tentative schedule:		
Monday	Registration	3:30 – 5:30 pm
	Networking Event	5:30 pm
Tuesday	Registration	7 – 9 am
	Sessions	9 – 5:30 pm
	Networking Event	5:30 pm
Wednesday	Sessions	8:30 am – 12 pm

Considerations: Sessions will be offered for Administrators, teachers, support staff, and literacy and workforce partners. Breakfast and Lunch will be provided on Tuesday. Breakfast will be provided on Wednesday.

Standards in Action (SIA)

SIA is a series of four, two-day trainings designed to support the implementation of content standards in adult education classrooms. Indiana Adult Education will use the SIA process to guide statewide implementation of OVAE's College and Career Readiness (CCR) Standards into practice. Participants who complete all trainings will receive a \$2,000 stipend.

SIA Early Adopters (continued from PY2013)

Webinars (Fridays)	In-Person Trainings (Thursdays and Fridays)*
August 29 th	Thursday, July 10 th – Friday, July 11 th
October (tbd)	Thursday, September 25 th – Friday, September 26 th

* Location: Indiana Government Center South - Indianapolis.

Considerations: These trainings are only open to participants from PY 2013. Hotel rooms for each in-person training will be provided. Meals the day and evening of each in-person training, mileage reimbursements, and participant materials will also be provided.

SIA Early Majority

Program applications for this initiative will be released during the 2014 Summer Institute. Trainings will be offered in 4 locations across the state (specific locations to be determined early in PY 2014). No more than 25 adult education staff will be able to participate each of the 4 Early Majority cohorts.



SIA Early Majority (continued)

Webinars (Fridays)	In-Person Trainings (Thursdays and Fridays)*
November	Thursday, November 6 th – Friday, November 7 th
January 2015	Thursday, January 29 th – Friday, January 30 th 2015
March 2015	Thursday, March 19 th – Friday, March 20 th 2015
May 2015	Thursday, May 14 th – Friday, May 15 th 2015
June 2015	

Considerations: This initiative is open to all adult education programs. Participants can expect an additional 30-40 hours of implementation work in between each in-person institute. Participants who complete all trainings will receive a \$1,000 stipend. Lunch will be provided at each in-person training.

Adult Numeracy Institute (ANI)

ANI is an eight month, interactive, hybrid professional development initiative that focuses on effective numeracy instruction for adult learners. ANI provides an opportunity for instructors to participate in a proven and effective national initiative to improve the quality of their numeracy instruction. Participant applications for this initiative will be released during the 2014 Summer Institute. Participation is limited to 24 individuals.

Webinars (Fridays)	In-Person Trainings (Thursdays and Fridays)*
September**	October**
October	February 2015
December	May 2015**
February 2015	
June 2015	

* Location: Indiana Government Center South - Indianapolis

** Administrators are required to participate in these events.

Considerations: Lunch, participant materials and hotel rooms for each in-person training event will be provided. Participants can anticipate approximately 75 hours of work outside of all scheduled trainings.

Adults Reading Algebra Readiness (AR)²

(AR)² is an eight month initiative which picks up where ANI leaves off, providing new hands-on strategies and instructional approaches for teaching higher levels of mathematics to adult learners. (AR)² is only open to instructors who have already completed ANI. Participant applications for this initiative will be released during the 2014 Summer Institute. Space is limited to 24 participants.

Webinars (Fridays)	In-Person Trainings*
August	September
October	January
December	April
February	
May	

* *Location: Indiana Government Center South – Indianapolis. Dates to be determined.*

Considerations: Participants can anticipate significant work outside of the scheduled trainings. Lunch, participant materials and hotel rooms for each in-person training event will be provided.

New Teacher Training – Pilot Program

A 2-part New Teacher Training will be piloted in the Fall of 2014 and the Spring of 2015. Teachers are invited to attend these pilots to review the training and offer feedback on the content and delivery before the training becomes operational later in 2015. Registration for this initiative will open in September of 2014.

In-Person Pilots*	Webinar Pilot (Friday)
Part #1 - Friday, November 14 th	January
Part #2 – Friday, March 13 th	

* *Location: Indiana Government Center South - Indianapolis*

Considerations: Participation is limited to teachers with 3 or more years of experience in Adult Education. Consortia that send instructional staff to all parts of the pilot training will be eligible for additional Professional Development dollars in PY2015. Lunch will be provided at each in-person training.

New Teacher Training - Operational

This two-day training taking place over three months will introduce new and beginning Adult Education instructors to the basic level content and skills essential for delivering quality instruction to adult learners. Participants will also be able to connect with an instructional mentor throughout the training to support their instructional growth and development.

In Person Trainings*	Webinar (Friday)
Part #1 - Friday, April 17 th	May
Part #2 – Friday, June 5 th	

* *Location: Indiana Government Center South - Indianapolis*

Considerations: Participation is limited to instructors with fewer than 2 consecutive years of experience in Adult Education. Lunch will be provided at each in-person training.

Integrating Career Awareness (ICA)

This six-week, facilitated online course prepares instructors and counselors to implement the Integrating Career Awareness into the ABE & ESOL Classroom (ICA) Curriculum Guide, a set of lesson plans and activities designed to help adult students understand and act on the critical link between education and careers.

Fall*	Spring*
August - Registration Opens	February - Registration Opens
September - Introductory Webinar	April - Introductory Webinar
September - Course Start	April - Course Start
October - Course End	May - Course End

* *Specific start and end dates to be determined.*

Considerations: This initiative is ideal for any program or instructor with goals to more actively promote transitions and support WorkINdiana students. The course is delivered in 7 modules over 6 weeks, and includes a combination of readings, activities, and online discussion posts. The course is self-paced, and participants can expect 3-4 hours of work each week. All coursework is asynchronous apart from the introductory webinar.

40 Developmental Assets (Fall Teacher Meeting)

In collaboration with our Jobs for America's Graduate (JAG) partners, DWD will offer a one-day training event on the Search Institute's 40 Developmental Assets. Through hands-on workshops participants will learn about the Developmental Assets, a set of building blocks that promote the development of young people, and explore strategies to become asset builders for the students and clients they encounter daily.

Date: October 2014 - *Specific date to be determined.*

Location: Indiana Government Center South, Indianapolis

Considerations: This training is ideal for instructional, counseling, and coaching staff interested in exploring the Developmental Assets framework as a way to further support students as they prepare for transitions to colleges and careers. Lunch and refreshments will be provided.

ESL Cohort Training

This year-long intensive cohort-style ESL training initiative will use a hybrid approach consisting of in-person institutes that are supported by webinars, outside assignments, peer observation, peer coaching and active participation in an online community of practice. The initiative will be limited to 20 participants. Participant applications for this initiative will be released early in April 2014, and will be due on Monday, June 2nd, 2014.

Online Components	In-Person Trainings*
Course Opens: Thursday, August 21 st	Thursday, September 11 th and Friday, September 12 th
May, 8 th , 2014 (tentative webinar)	Thursday, December 11 th and Friday, December 12 th
	Thursday, March 12 th , 2015 and Friday, March 13 th , 2015

* *Location: Indiana Government Center South - Indianapolis*

Considerations: Participation is limited to English as a Second Language and EL/Civics instructors. Participants can anticipate work outside of the scheduled trainings. Lunch, participant materials and hotel rooms for each in-person training event will be provided.

Administrator 500 Leadership Series

The Administration 500 Leadership Series focuses on increasing administrators' understanding and awareness of the Harvard Model framework, and how DWD's Adult Education performance-based funding and accountability system fit within that framework. Applications for this initiative will be released during the 2014 Summer Institute.

Training Dates*	Modules
September	100 – Cracking the Code: Understanding Components of a Successful Program
November	200 – Beyond Crunching Numbers: Designing and Implementing a Data-Driven Program
February	300 – Leading the Pack: Core Concepts in Instructional Leadership
April	400 – Recruit, Excite, Motivate: Best Practices in Engagement and Persistence
Summer Institute	500 – Preparing for the Future: Transitioning Students into College and Careers

* *All trainings will take place in Indianapolis – specific location to be determined.*

Considerations: DWD strongly encourages all administrators who have not yet participated in this training to apply. Participants can anticipate work outside of in-person trainings. Lunch will be provided at each in-person training.

Annual Director Meeting

The Annual Director Meeting provides Adult Education administrators an opportunity to celebrate successes, share best practices, and explore their role in achieving DWD's strategic vision for Adult Education. Registration for this event will open in the Fall of 2014.

Date: December 5th, 2014

Location: Indianapolis (*Specific location to be determined*).

Considerations: Adult Education administrative staff may attend. Lunch and refreshments will be provided.

WorkIndiana

Regional WorkIndiana trainings will take place in the Spring of 2015. These trainings will promote WorkIndiana best practices and explore strategies for expanding the program to support career pathways initiatives throughout the State. Regional training dates and locations, along with additional information on topics will be posted to AmplifyAE.com as they become available.

Considerations: These trainings will be targeted to instructional and support staff. Lunch will be provided.

DWD Statewide Workgroups

New Teacher Training Work Group

This facilitated work group of instructors will collaborate to review, evaluate, and refine a new teacher training program built upon a set of core teacher competencies aligned to the values of Indiana Adult Education and the realities of College and Career Readiness in the 21st century. Participation will be limited to 20 individuals. Participant applications for this initiative will be released during the 2014 Summer Institute.

In-Person Planning Sessions*	Pilot Training Dates*
Friday, August 15 th	Friday, November 14 th (pilot)
Friday, October 17 th	Friday, March 13 th (pilot)
Friday, January 16 th	
Friday, February 20 th	

* *Location: Indiana Government Center South - Indianapolis*

Considerations: Participants who attend all planning sessions will receive a \$500 stipend. Lunch will be provided at each in-person training.

Administrator Advisory Meetings

DWD will hold quarterly meetings open to all Adult Education administrative staff to review, evaluate, and provide feedback on policies and standards development. Participants will also advise in setting the strategic vision for professional development and the implementation of those offerings.

2014-2015 DWD Professional Development Calendar



Meeting Dates*	Time
Friday, August 15 th	10 am – 3 pm EST
Friday, November 21 st	10 am – 3 pm EST
Friday, February 6 th 2015	10 am – 3 pm EST
Friday, May 22 nd 2015	10 am – 3 pm EST

* Location: Indiana Government Center South - Indianapolis

Administrator Advisory Meetings (continued)

Considerations: There are no attendance requirements, but participants will need to register prior to each meeting. Meeting agendas will be communicated in advance of registration. As an incentive to participate, consortia which send administrative staff to meetings will be eligible for additional Professional Development dollars in PY2015. Lunch will be provided at each meeting.

Other Conferences

There are many other professional development opportunities from which adult education staff could benefit. DWD encourages consortia to consider both the opportunities listed below as well as other opportunities when budgeting for the next program year.

IAACE Annual Conference

Indiana Association for Adult and Continuing Education hosts an annual conference for state adult education staff to support their vision of cultivating leaders who advance adult education for stronger communities in Indiana. DWD encourages Adult Education programs to set aside funding for staff to participate in this professional development opportunity.

Date: No firm date has been set for 2015. The conference typically takes place in April each year.

Considerations: Annually the conference offers training for all staff within the adult education system. Costs typically include registration fee, hotel, per diem, and mileage.

COABE Annual Conference

Annually the Commission on Adult Basic Education (COABE), a nationwide network for adult education professionals, puts on a professional development conference to provide training for staff development in Adult Education and literacy. The conference affords participants opportunities to build connections and learn from other adult education professionals from around the nation.

Date: No date has been set for 2015. The conference typically takes place in March each year.

Considerations: Annually the conference offers training for all staff within the adult education system. Costs typically include registration fee, hotel, per diem, and mileage.

Technical Training

DWD offers a number of different technical trainings. Consortia should consider their technical training needs when budgeting for the upcoming year. Brief descriptions of the technical training available are provided below.

InTERS 101: This interactive training provides an overview of InTERS Client and walks trainees through the processes to complete new student intakes and update attendance. Trainees will also explore the different types of records in the system. This training is recommended for beginning users.

InTERS 102: This follow-up training walks trainees through the process of adding test results into InTERS Client and deals extensively with determining the causes of and then solving different errors in the system. It is recommended for users who have completed the 101 training or are responsible for resolving data issues at their programs.

InTERS 201: This training focuses on pulling and analyzing different performance and financial reports and tables in InTERS Client. This training is recommended for administrators and data specialists.

Teacher Website Training: This training provides an overview of the InTERS Teacher Website and walks trainees through the processes to print packets, create new student intakes, update attendance and enter test results. It is recommended for new InTERS users and experienced users looking to brush up on their skills.

Considerations: All InTERS training materials are available on the [Indiana Adult Education Program Management Website](#). InTERS trainings will be scheduled for August 2014 and February 2015. Individuals interested in scheduling in-person trainings for any of these courses should contact Jedd Vance at jvance@dwd.in.gov.

TABE and TABE CLAS-E

Any programs interested in offering the TABE assessment, or transitioning to TABE Online, should contact Cory Mahon, cmahon@dwd.in.gov for technical assistance. Sites can also contact Cory Mahon for a “best practices” training as needed.

Indiana Career Explorer (ICE)

All introductory trainings will be conducted via live webinar. There will be two webinars a month (one for Journey and one for Navigator). The webinars have a maximum capacity of 25 participants. To see the schedule of webinar dates and times or to reserve a spot, please go to this page: <http://www.kuder.com/events/indiana-state-webinars/>.

Face-to-face trainings which go into greater detail on how to interpret students’/customers’ assessment results, generate system reports, and review other resources offered by ICE will be offered as requested. To schedule this training for your site, please contact Connie Shank: shankc@kuder.com.

Considerations: Before attending any training individuals should create a student login on ICE, take the assessments, and have their results in front of them for the training.